

A.D. 9.4, Restrictive Status

Prepared for signature 9/1/98 - effective 10/1/98

1. Policy. The Department shall provide restrictive conditions as required to preserve the order and security of correctional facilities, and to manage inmate behavior.
2. Authority and Reference.
  - A. Connecticut General Statutes, Section 18-81.
  - B. American Correctional Association, Standards for Adult Correction Institutions, Third Edition, January 1990, Standards 3-4135, 3-4223 and 3-4237 through 3-4261.
  - C. American Correctional Association, Standards for Adult Local Detention Facilities, Third Edition, March 1991, Standards 3-ALDF-2C-11, 3-ALDF-2C-12, 3-ALDF-2E-02, 3-ALDF-3D-01 through 3-ALDF-3D-24 and 3-ALDF-4C-08.
  - D. Administrative Directives 4.1, Offender Records; 6.6, Reporting of Incidents; 6.10, Inmate Property; 6.14, Security Risk Groups; 9.2, Inmate Classification; and 9.5, Code of Penal Discipline.
3. Definitions. For the purposes of this Directive, the following definitions apply:
  - A. Administrative Detention. Placement of an inmate in a Restrictive Housing Unit that results in segregation of the inmate: (1) pending the completion of a disciplinary hearing in accordance with Administrative Directive 9.5, Code of Penal Discipline when it is felt that failure to remove the inmate from population would present a danger to staff, the inmate or any other inmate, or cause an immediate threat of disruption to the facility; (2) for investigation of an allegation or information involving the inmate in the commission of a crime, or of activities jeopardizing the security of the facility or the safety of staff or inmates that could result in placement on punitive or administrative segregation or transfer to high security; or (3) for temporary protection of an inmate pending a decision to place the inmate on Protective Custody or an evaluation by Health Services staff.
  - B. Administrative Segregation. Placement of an inmate on a Restrictive Housing Status that results in segregation of the inmate whose behavior or management factors pose a threat to the security of the facility or a risk to the safety of staff or other inmates and that the inmate can no longer be safely managed in general population.
  - C. Administrative Segregation Transition Phases. Interim placement in a specialized Restrictive Housing Status program from Administrative Segregation to prepare an inmate for placement back to general population.
  - D. Close Custody (for Security Risk Groups/Chronic Discipline). A Level 4 Restrictive Housing Status that results in segregation of an inmate whose behavior, while incarcerated, poses a threat to the security and orderly operation of the facility, or a risk to the safety of staff or other inmates due to:
    1. repetitive disciplinary infractions resulting in designation as a Chronic Discipline; and/or
    2. being designated as a Security Risk Group Safety Threat Member.
  - E. Facility Chief of Security. The highest ranking uniformed custody staff person designated by the Unit Administrator.
  - F. Hearing Officer. A staff member appointed to conduct Restrictive Housing placement hearings.
  - G. Monitored Movement. The following of an inmate's movement using:

- (1) personal visual observation; (2) visual observation with the aid of video equipment; and/or (3) communication between staff initiated at the starting point of movement, along the inmate's route of travel and commencing at the authorized destination with the verification of the inmate's arrival.
- H. Punitive Segregation. Placement of an inmate on a Restrictive Housing Status that is found guilty of violating the Code of Penal Discipline, as sanctioned in accordance with Administrative Directive 9.5, Code of Penal Discipline.
  - I. Restraint Status I. The securing of an inmate with hand cuffs behind the back and leg irons while in Close Custody for Chronic Discipline.
  - J. Restraint Status II. The securing of an inmate with hand cuffs in front while in Close Custody for Chronic Discipline.
  - K. Restrictive Housing Status. A designation which provides for closely regulated management and separation of an inmate.
  - L. Restrictive Housing Unit. An inmate housing unit which is physically separated from other inmate housing within which inmates on Restrictive Housing Status, Administrative Detention, or Transit Detention are placed.
  - M. Transit Detention. Placement of an inmate in a Restrictive Housing Unit that results in segregation of the inmate who has been reclassified to a security level higher than the facility at which the inmate is housed and is awaiting transfer, or is awaiting transfer to another facility for the inmate's own protection or the protection of others.
  - N. Unit Log. A hardbound book or automated chronological record of day-to-day events in a restrictive housing unit.
4. General Conditions for Restrictive Housing Status. The basic level of conditions described below shall apply to an inmate in Restrictive Housing Status. These conditions are for normal unit management. However, individual inmates may require further restrictions for order and/or control when required based upon their past history or current behavior. Any such restrictions shall be noted in the housing unit log and through the completion of an incident report in accordance with 6.6, Reporting of Incidents. An inmate in Restrictive Housing Status shall be limited to the specific provisions and standards outlined in the Restrictive Housing Status Provisions and Management Standards, Attachment A.
- A. Housing Conditions. Housing areas for inmates on Restrictive Housing Status shall be well-ventilated, adequately lighted, appropriately heated and maintained in a sanitary condition at all times. Each cell shall normally be equipped with beds which may be securely fastened to the wall or floor, and furnished in a manner consistent with cells in general population.
  - B. Clothing. Each inmate shall be provided appropriate clothing in accordance with Administrative Directive 6.10, Inmate Property.
  - C. Hygiene. Each inmate on Restrictive Housing Status shall be provided opportunities for personal hygiene and hair care services.
  - D. Food. An inmate on Restrictive Housing Status shall be served the same quality and quantity of food as that available to inmates in the general population.
  - E. Linen and Laundry. An inmate on Restrictive Housing Status shall normally be provided the same bedding supplies and laundry schedule as provided inmates in general population.
5. Sentence Credits. An inmate shall not be allowed to earn Statutory Good Time while on Administrative Segregation or Close Custody Status.
6. Access to Programs and Services. An inmate on Restrictive Housing Status shall not be entitled access to the same programs or privileges

afforded an inmate in general population. An inmate on Restrictive Housing Status shall be given access to available programs and services in accordance with Attachment A and as follows:

- A. Courts. An inmate shall retain rights of access to the courts. Access shall include the use of law materials and attorney/client visits.
  - B. Mail. An inmate shall be provided the same opportunities for writing and receipt (not retention) of letters available to inmates in the general population.
  - C. Counseling. An inmate shall continue to receive the services of a counselor when on Restrictive Housing Status.
  - D. Education. An inmate in Administrative Segregation, Administrative Segregation Transition Phases or Close Custody may have access to educational and library programs consistent with the security needs of the housing unit and/or facility. Individual education plans shall be maintained for those inmates under the age of 21 who are deemed appropriate by the Education Department. Such inmates shall, at a minimum, receive a comprehensive educational plan review to determine the scope of needed services. Recommendations from the Education Department shall be accommodated by the facility consistent with the security needs of the housing unit. The programs offered to inmates on Administrative Segregation, Administrative Segregation Transition Phases and Close Custody shall be approved by the Deputy Commissioner of Programs.
  - E. Health Services. Each inmate shall be provided required medication and access to health services.
  - F. Religion. Facility chaplains shall schedule, at a minimum, weekly visits to inmates on Restrictive Housing Status.
  - G. Recreation. Recreation for an inmate on Restrictive Housing Status shall be for a minimum of one (1) hour daily five (5) days a week outside the inmate's cell. A supervisor may deny recreation when releasing the inmate for recreation presents a threat to the unit's safety and security. The reason for denial shall be noted in the Unit Log and an incident report completed.
7. Designation of Restrictive Housing Units. Where possible, and as appropriate, the Unit Administrator shall designate specific housing unit(s) that shall be used solely to house any inmate placed on Restrictive Housing Status, Administrative Detention or Transit Detention. Unit staff shall ensure that only staff or inmates with official business to conduct shall be allowed to enter any Restrictive Housing Unit.
8. Staffing. Specifically screened staff shall be assigned to work a Restrictive Housing Unit in accordance with written criteria. Factors to be considered shall be the nature of the inmates in the unit, the ability of the respective candidate to manage such inmates and the employee's performance record.
- A. Selection. An employee assigned to work in a Restrictive Status Housing Unit as specified in Section 7, shall be a permanent employee who has demonstrated maturity, good judgment and an ability to work in a difficult environment as reflected in acceptable performance rating in each job element of any service rating conducted during the previous 12 month period.
  - B. Training and Supervision. Special orientation for each employee shall be provided prior to placement on the unit to include: (1) the function of the unit; (2) the requirements of this Directive; (3) rules governing the unit's operation; and (4) the needs and problems typical of inmates in the unit.
  - C. Rotation. Non-supervisory custodial staff members whose duties require that they work directly with Restrictive Status inmates on a regular and daily basis shall be considered for rotation at

least every six (6) months, but not longer than one (1) year.

9. Restrictive Status Housing Placement. The placement requirements for inmates placed on Restrictive Housing Status, Administrative Detention or Transit Detention shall be in accordance with the Restrictive Housing Status Matrix, Attachment B.

- A. Placement Order. In order to protect the inmate or others, the Unit Administrator or designee may order an inmate's placement on Restrictive Housing Status, Administrative Detention or Transit Detention by completing the Restrictive Housing Status Order, CN 9401, Attachment C, stating the specific reasons for placement. Copies shall be distributed as designated on the Restrictive Housing Status Order. The Unit Administrator shall receive the original copy of the order within 24 hours or the following business day after placement. The Unit Administrator shall ensure that the required reviews are performed and documented on the Restrictive Housing Status Order.
- B. Status Removal. When the inmate is removed from Restrictive Housing Status, Administrative Detention or Transit Detention the original order shall be placed in the inmate's file and Section 4 of the order shall be completed.
- C. Inmate Notification. The inmate should normally receive a copy of the Restrictive Housing Status Order at the time of placement in the Restrictive Housing Unit, unless there is an emergency situation or major disturbance involving a substantial number of inmates. In such cases, the inmate shall receive a copy not later than 48 hours after placement on Restrictive Housing Status.

10. Assignment to Close Custody Status.

- A. Close Custody for Security Risk Group Safety Threat Member Designation. Assignment to Close Custody for a Security Risk Group Safety Threat Member shall be in accordance with Administrative Directive 6.14, Security Risk Groups.
- B. Close Custody for Chronic Discipline. Assignment to Close Custody for Chronic Discipline shall be dependent upon the seriousness and repetitiveness of disciplinary behavior. Other classification alternatives, e.g., risk level increases, shall be attempted where appropriate, prior to consideration for Close Custody for Chronic Discipline. Automatic consideration for Close Custody for Chronic Discipline shall occur under any of the following conditions:

- 1. two (2) or more Level 2 assaults of staff within the past year of confinement;
- 2. three (3) or more Class A disciplinary offenses within 120 days; and
- 3. three (3) or more Class A/B combination of disciplinary offenses within 180 days.

Automatic consideration does not imply an automatic classification increase to Close Custody for Chronic Discipline. If, in the professional judgment of the reviewer, an inmate may continue to benefit from sanctions imposed and inmate management techniques at a given facility, assignment to Close Custody for Chronic Discipline may not occur.

Other inmates with a documented chronic history of disciplinary behavior and an inability to remain in Level 4 confinement without disciplinary infractions may be considered for classification to Close Custody for Chronic Discipline.

All classifications and placements on Close Custody for Chronic Discipline status shall be approved by the Director of Offender Classification and Population Management.

11. Close Custody Review and Hearing. Close Custody review and hearing for Security Risk Groups shall be in accordance with Administrative Directive 6.14, Security Risk Groups. Close Custody review and hearings for Close Custody for Chronic Discipline shall be in accordance with this Section. An inmate shall not be placed in Chronic Discipline without a hearing.
- A. Hearing. The Unit Administrator shall designate a Facility Hearing Officer. The Hearing Officer shall conduct a formal hearing to consider classification assignment to Close Custody for Chronic Discipline. The hearing officer shall examine evidence to support the classification including the inmate's and/or any witness statements. The inmate, upon request, shall be represented by an Advocate who may call witnesses on the inmate's behalf. Procedures governing the choice of advocate and the appearance of witnesses shall be the same as those in Administrative Directive 9.5, Code of Penal Discipline. The Facility Hearing Officer shall determine the need for witnesses. Witnesses shall be relevant and not redundant.
  - B. Hearing Notice. A written notice of the hearing shall be given to the inmate a minimum of two (2) business days prior to the hearing. The notice shall state, as explicitly as possible, consistent with the protection of any informant, why such classification is being considered. The notice shall contain information that the inmate may be represented by an Advocate and that the inmate may request witnesses. The inmate may waive the notice provision in writing, however, the Facility Hearing Officer may choose not to honor the waiver.
  - C. Recommendation. The Facility Hearing Officer shall provide a written recommendation, to the Facility Administrator, utilizing the Restrictive Status Report of Hearing for Placement or Removal Form, Attachment D, including the information which was relied upon and the reasons for or against placement in Close Custody for Chronic Discipline. Any confidential information shall be maintained in a file which is not accessible to any inmate. The use of confidential information, along with any assessment of its reliability, shall be included with the Restrictive Status Report of Hearing for Placement or Removal Form, Attachment D, as a separate attachment.
  - D. Decision. The Unit Administrator shall review any recommendation for assignment to Close Custody for Chronic Discipline. Any recommendation for assignment and placement, to include the completed Restrictive Status Report of Hearing for Placement or Removal Form, Attachment D, and all supporting documentation, shall be forwarded to the Director of Offender Classification and Population Management within three (3) business days following the hearing. A decision shall be made in writing by the Director of Offender Classification and Population Management, with a copy forwarded to the Unit Administrator submitting the recommendation, the inmate, and the Warden responsible for the respective Close Custody for Chronic Discipline Unit. Assignment to Close Custody for Chronic Discipline shall only be made by the Director of Offender Classification and Population Management.
  - E. Placement. Once designated Close Custody for Chronic Discipline, the inmate shall be scheduled for transfer to a Close Custody for Chronic Discipline Unit. Normally, no inmate shall be transferred to a Close Custody for Chronic Discipline Unit prior to completion of any Punitive Segregation sanction. Transfer and approval for placement into Close Custody for Chronic Discipline shall be directed and approved by the Director of Offender Classification and Population Management.
  - F. Classification. All classification and status change decisions within the unit, unless otherwise directed by the Administrative Directives, shall be made by the Warden or designee.

- G. Removal and Reclassification. Upon completion of the Close Custody for Chronic Discipline Unit Program, the Warden shall submit an Inmate Classification Form (ICF) in accordance with Administrative Directive 9.2, Inmate Classification, to the Director of Offender Classification and Population Management with a recommendation for transfer. A classification reduction from Close Custody for Chronic Discipline shall only be made by the Director of Offender Classification and Population Management or higher authority. A written decision shall be made on the ICF and forwarded to the Warden and Director of Offender Classification and Population Management for transfer if appropriate.
12. Placement in Administrative Segregation Status. Restrictive Housing Status for the purpose of Administrative Segregation or Administrative Segregation Transition Phases shall be authorized only at the Northern CI and York CI. Any facility not authorized to place inmates on Administrative Segregation shall place the inmate on Administrative Detention in accordance with this Directive and notify the Inmate Classification Administrator to conduct a hearing. Placement of an inmate on Administrative Segregation shall be at the discretion of the Inmate Classification Administrator in accordance with this Directive.
- A. Hearing. An inmate shall not be placed in Administrative Segregation without a hearing. An Administrative Segregation Hearing Officer, appointed by the Inmate Classification Administrator, shall hear testimony, including the inmate's testimony, and/or testimony from the inmate's witnesses. The inmate, upon request, shall be represented by an Advocate who may call witnesses on the inmate's behalf. Procedures governing the choice of advocate and the appearance of witnesses shall be the same as those in Administrative Directive 9.5, Code of Penal Discipline. The Administrative Segregation Hearing Officer shall determine the need for witnesses. Witnesses shall be relevant and not redundant.
- B. Hearing Notice. A written notice of the hearing shall be given a minimum of two (2) business days prior to the hearing to the inmate being considered for placement on Administrative Segregation. The notice shall state as explicitly as possible, consistent with the protection of any informant, why Administrative Segregation is being considered. The notice shall contain information that the inmate may be represented by an Advocate and that the inmate may request witnesses. The inmate may waive the notice provision in writing; however, the Administrative Segregation Hearing Officer may choose not to honor the waiver.
- C. Recommendation. The Administrative Segregation Hearing Officer shall provide a written recommendation utilizing the Restrictive Status Report of Hearing for Placement or Removal Form, CN 9402, Attachment D, including the information which was relied upon and the reasons for or against placement in Administrative Segregation. Any confidential information shall be maintained in a file which is not accessible to any inmate. The use of confidential information, along with any assessment of its reliability, shall be included with the Restrictive Status Report of Hearing for Placement or Removal Form, Attachment D, as a separate attachment.
- D. Decision. The completed Restrictive Status Report of Hearing for Placement or Removal Form, Attachment D, shall be forwarded to the Inmate Classification Administrator within three (3) business days following the hearing. The Inmate Classification Administrator shall make a decision and inform the Complex Warden, Unit Administrator and the inmate within 30 calendar days of the inmate's initial placement on Administrative Detention or Punitive Segregation.
- E. Automatic Placement. Automatic Placement of an inmate on

Administrative Segregation in accordance with Administrative Directive 9.2, Inmate Classification shall require a hearing to be conducted in accordance with the above provisions.

- F. Release. Release from Administrative Segregation or Administrative Segregation Transition Phases shall be in accordance with Attachment B by completing the appropriate section of the Restrictive Housing Report of Hearing for Placement or Removal Form, CN 9402, Attachment D.

13. High Security Monitoring. An investigation shall be conducted by a Unit Administrator or designee to determine if an inmate may be considered a High Security Inmate. The Unit Administrator, in consultation with the Director of Offender Classification and Population Management, may consider an inmate as a High Security Inmate if the inmate meets one or more of the criteria listed below. A High Security Inmate shall be overall Risk Level 4 or above. A High Security Inmate shall be housed in a Level 4 or 5 facility. Classification of an inmate as a High Security Inmate shall not preclude, and may be used in conjunction with, placement in any other restrictive status.

- A. Review Procedures. Each facility shall establish procedures to review each inmate, consistent with classification practices, to determine if an inmate shall be considered as a High Security Inmate.

- B. Criteria for Placement. An inmate may be classified as a High Security Inmate for any of the following reasons:

1. Has a staff threat profile, including but not limited to, hostage taking, level 1 assault, and/or murder of a Department of Correction or other law enforcement staff member.
2. Has a facility threat profile, including but not limited to, history of leading food strikes or work stoppages and/or associated with the design or construction of a facility(s).
3. Level 4 escape profile objective classification score.
4. If an instant serious escape or attempted serious escape, or a history of serious escape(s).
5. Any information that indicated inmate may attempt to escape, to include, but shall not be limited to: threats to escape; information discovered on mail or phone review indicating plans for an escape; possession of escape related contraband (tools, civilian clothing, maps etc.); cell damage that indicates an attempt or probable attempt to escape; significant change in inmate's legal, institutional, or personal status; additional detainers, denial of a release application; or new charges.
6. Inmate's experience, special skills and/or knowledge which may present security or safety concerns.
7. Other criteria to include confidential law enforcement intelligence information.

- C. Documentation. Information relating to Section 13(B) above shall be documented on the High Security Inmate Form, Attachment F. Copies of the completed form shall be forwarded to the Unit Administrator, Offender Classification and Population Management Unit, Director of Security and the Security Division.

- D. Notification. The Offender Classification and Population

Management Unit shall be notified of any placement of an inmate on High Security Monitoring and shall make appropriate classification/profile changes. The Unit Administrator of the appropriate facility shall ensure that a green file flag card, designating the inmate as a High Security Inmate, is placed as the top page in section five of the inmate's file in accordance with Administrative Directive 4.1, Offenders Records.

- E. Housing. An inmate placed on High Security Monitoring shall be housed in a secured cell. The inmate shall be moved to a new cell at a minimum of every 90 days.
- F. Management of High Security Inmates. A High Security Inmate shall be managed in accordance with general population standards with the following exceptions:

1. escorted or monitored movement only;
2. cell searches, at a minimum of two (2) times a week;
3. in unit only work assignments;
4. in housing unit or monitored programs;
5. non-contact social visits only;
6. mail retention, same as general population and automatic mail review; and
7. telephones, same as general population and automatic call review.

- G. Removal From High Security Monitoring. The Unit Administrator, in consultation with the Director of Offender Classification and Population Management, may consider removal of an inmate from High Security Monitoring, if one (1) or more of the following criteria becomes applicable:

1. the inmate's physical condition changes enough to significantly reduce or no longer pose a threat of escape;
2. validated new information received from another facility that exculpated the inmate or contradicts the initial information used for placement; or
3. the belief that an inmate may no longer present a high risk due to length of time served or changes in circumstances originally used to classify the inmate as a High Security Inmate.

- H. Review. The status of each inmate placed on High Security Monitoring shall be reviewed, at a minimum, every six (6) months. The review may be in conjunction with the classification review. Recommendation for removal shall be made to the Unit Administrator who shall consult with the Director of Offender Classification and Population Management.

14. Restrictive Status Review.

- A. Periodic Assessment. Each inmate in Restrictive Housing Status shall be reviewed in accordance with the Restrictive Housing Status Matrix, Attachment B.
- B. Unit Administrator Inspection. An inspection of each Restrictive Housing Unit as prescribed in Section 7 shall be conducted at least once a week by the Unit Administrator and recorded in the Unit Log.
- C. Staff Inspections. Each Restrictive Housing Unit shall be visited by a custody supervisor or Unit Manager each shift, a member of



the medical staff daily, and a counselor at least weekly. All visits shall be recorded in the Unit Log. Requests to see other staff shall be made in writing by the inmate.

- D. Mental Health Review. When an inmate remains on Restrictive Housing Status beyond 30 days, a mental health professional shall conduct a personal interview with the inmate and prepare a written report for the Health Services Administrator and the Unit Administrator. If confinement continues, a mental health assessment shall be made every three (3) months.
15. Administrative Segregation Report. Each Unit Administrator, with Administrative Segregation Units, shall prepare an Administrative Segregation Report on the last day of each month. The report shall provide: (1) a roster of inmates currently assigned to Administrative Segregation and Administrative Segregation Transition Phases; (2) the date of each inmate's placement on Administrative Segregation; and (3) reason for placement. A copy of the report shall be sent as part of the unit's monthly report to the appropriate Complex Warden.
16. Log Maintenance. Staff assigned to a Restrictive Housing Unit shall maintain the permanent unit log ensuring that required entries are made in accordance with the Unit Log Entries, Attachment E.
17. Exceptions. Any exceptions to the procedures in this Administrative Directive requires prior written approval from the Commissioner.

**ATTACHMENT F**

**CONNECTICUT DEPARTMENT OF CORRECTION  
HIGH SECURITY INMATE FORM**

**PHOTO**

**Inmate Name** \_\_\_\_\_ **Inmate Number**

**Facility**

**For each applicable category, please include date, time, location and brief summary of each instance and all supporting documentation and evidence.**

**1.     Staff Threat Profile**

**A.       Hostage Taker**

**B.       Murder of DOC Employee and/or Law Enforcement/Criminal Justice Officer**

**C.       Level 1 Assault on a DOC Staff Member**

**2.     Facility Threat Profile**

**A.       History of Leading Food Strikes or Work Stoppages**

**B.       Associated with Design or Construction of Facility**

**3.     Former DOC or Law Enforcement/Criminal Justice Employee**

4. **Escape Risk Profile**

- A. **Escape History (plots, attempts or actual)**
  
- B. **High Risk (based upon sentence, skills, resources)**

5. **Helicopter Escape Risk Profile**

- A. **History (plots, attempts or actual)**
  
- B. **Extraordinary Resources (drug cartels, finances, military contacts, aviation contacts and associations)**

6. **Advanced Skills Profile**

- A. **Locksmith**
- B. **Gunsmith**
- C. **Computer Hacker**
- D. **Explosives**
- E. **Advanced Electronics (Security Related)**
- G. **Licensed Pilot**
- H. **Advanced Martial Arts Skills**
- I. **Other**

Attachments: **RT 50**  
**Inmate's Visiting List**

cc: **Unit Administrators**  
**Director of Security**  
**Classification Administrator**  
**Inmate's Master File**